



Job profile

Trainee Accountant

Grade D/I

Group: Resources & Digital

Service: Financial Management /Commercialisation and Improvement

Location: Civic Centre

Line Manager: Accountant /Auditor

Car User Status: Casual

Job Purpose

To support the provision of accountancy and audit services.

The key roles of this post will include:

1. To undertake post entry training in accordance with Council policy towards an approved accountancy qualification and attend college as required and to undertake assessments according to the requirements of the designated professional body (CIPFA).
2. To represent the Strategic Director, Resources and Digital at meetings and working parties as required and to provide financial advice and relevant, timely information to assist the strategic planning process and operational management
3. To assist in the monitoring, control and management of the financial resources of the Council in line with statutory obligations, standing orders and financial regulations in order to ensure proper public accountability
4. To carry out research and prepare financial statements, reports and budgets, including production of word processing documents and spreadsheet analyses ensuring adherence to financial objectives, to liaise with accountants across Resources and Digital in all aspects of accounting procedures.
5. To assist in the continuous development, operation and maintenance of financial information systems, to maximise the potential use and improve the flow and quality of financial information
6. To undertake duties related to the specialist role of the team, which may include, for example, assisting with budgeting (budget preparation, reporting and monitoring) and closure of accounts for the Services supported by the team, including the preparation of working papers and financial information.
7. To work with senior staff to design and plan audit programmes or to identify areas requiring audit examination. Discussing audit findings and recommendations with senior managers, agreeing their implementation and undertaking the appropriate follow-up work.



8. To advise and assist senior management on the implementation of procedural changes
9. To liaise as necessary with internal and external auditors.
10. At the more senior level, assisting in the supervision, direction and training of employees in accordance with the work programme in order to optimise performance
11. To work with colleagues at all levels and dealing with conflict if necessary to identify solutions to business issues being addressed by the Council.
12. To contribute to meeting the training needs of service managers and their staff in the use of financial systems and reports.
13. To undertake model forecasts and assess the financial implications of Service proposals
14. Such other responsibilities allocated which are appropriate to the grade of the post



Knowledge & Qualifications

Essential:

Knowledge

- A financial environment

Experience

- Experience of IT and computerised systems such as excel and word
- Excellent communication skills
- Ability to work with minimum supervision and organise own workload
- Ability to manage heavy workloads within tight deadlines
- Ability to liaise with a wide variety of internal and external clients

Qualifications

- Degree (2.2 or above) or Association of Accounting Technicians (level 4)

Desirable:

Knowledge

- Local government finance

Experience

- Finance environment
- Computerised financial systems
- Time management skills
- Analytical skills

Qualifications

- Minimum 2nd class honours degree



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences